

**INVITATION FOR TENDER/QUOTATION FOR PRINTING AND SUPPLY OF  
DIARIES & CALENDARS**

**1. INVITATION TO BID**

- 1.1 The Government of India has constituted the Unique Identification Authority of India (UIDAI) for the purpose of issuing UID numbers to every resident in India. More details on the UIDAI can be found on the website <http://www.uidai.gov.in>. The Deputy Director General, UIDAI, Regional Office, Hyderabad implements the UID project in Andhra Pradesh, Union Territory of Andaman & Nicobar, Chhattisgarh & Orissa.
- 1.2 The Deputy Director General, Unique Identification Authority of India (UIDAI), Planning Commission, Regional Office, Hyderabad, hereinafter referred to as “Purchaser”, invites bids (Technical & Financial) from Printers empanelled by CIPR, Government of Andhra Pradesh for printing and supply of (a) Diaries and (b) Calendars. This ‘Invitation to Bid’ “is also placed on the website [www.uidai.gov.in](http://www.uidai.gov.in) for participation by any other bidder who meets the eligibility criteria as given in the RFQ.
- 1.3 The Request for Quotation (RFQ) includes the following sections.
- a) Invitation to bid
  - b) Instructions to Bidders
  - c) Scope of work
  - d) Evaluation process
- 1.4 The response to the RFQ should be submitted **on or before 3:00 PM of 05.01.2011** at the address for communication given below:
- O/o Deputy Director General  
Unique Identification Authority (UIDAI)  
Planning Commission, Government of India  
Regional Office, 5<sup>th</sup> Floor, Block-III,  
My Home Hub, Madhapur,  
Hyderabad-500 081  
(Ph No.040-23116661)**
- 1.5 The financial bids for Diaries and Calendars shall be submitted separately. The bidder shall submit a separate bid each for Diary and Calendar in two separate sealed envelopes clearly superscribed as “Financial Bid for Diary” and “Financial Bid for Calendars”. The Technical Bids shall contain proof of the turnover as stipulated and proof of being in printing business during the last three years.
- 1.6 The Purchaser shall reserve the right to reject any or all the bids in whole or part without assigning any reasons.

1.7 This 'Invitation to Bid' "is extended to agencies empanelled by CIPR of Government of AP for printing. This 'Invitation to Bid' "is also placed on the website [www.uidai.gov.in](http://www.uidai.gov.in) for participation by any other bidder who meets the eligibility criteria as given in the RFQ.

1.8 This 'Invitation to Bid' is non-transferable under any circumstances.

Sl.No.	Subject	Description
1	Department Name	UNIQUE IDENTIFICATION AUTHORITY OF INDIA (UIDAI), REGIONAL OFFICE, HYDERABAD
2	Tender Subject	Printing and supply of Diaries and Calendars
3	EMD (INR)	<b>Earnest Money</b> of Rs.50,000/- (Rupees Fifty thousand only) in the form of Demand Draft of any nationalized bank in favour of The Deputy Director General, Regional Office, UIDAI, Hyderabad, must be deposited by bidders along with their duly filled out bid. Earnest money of unsuccessful bidders will be returned within 30 days of the award of contract.
4	Release of RFQ	22-12-2010
6	Bid closing date and time	05-01-2011 03:00 PM
7	Opening of Technical Bids by Screening Committee	05-01-2011 04:00 PM
8	Opening of Financial bids	06-01-2011 11:00 AM
9	Issue of LOI to successful bidder	07-01-2011
10	Commencement of work	08-01-2011
11	Place of Tender opening	O/o Deputy Director General Unique Identification Authority (UIDAI) Planning Commission, Government of India Regional Office, 5 <sup>th</sup> Floor, Block-III, My Home Hub, Madhapur, Hyderabad-500 081
12	Officer Inviting Bids	Deputy Director General Unique Identification Authority (UIDAI) Planning Commission, Government of India Regional Office Hyderabad
13	Address	O/o Deputy Director General Unique Identification Authority (UIDAI) Planning Commission, Government of India Regional Office, 5 <sup>th</sup> Floor, Block-III, My Home Hub, Madhapur, Hyderabad-500 081
14	Eligibility Criterion	As per RFQ Document
15	Validity of Tender	90 days
16	Number of Diaries to be printed	15000 nos.
17	Number of Calendars to be printed	15000 nos.

## **2. INSTRUCTIONS TO BIDDERS & STANDARD CONDITIONS OF CONTRACT**

- 2.1 Definitions. In the context of this document following definitions will apply:-
- 2.1.a Purchaser. The purchaser is the Deputy Director General, Regional Office Hyderabad, Unique Identification Authority of India on behalf of President of India acting through the authority issuing the purchase order. This term is synonymous to Buyer.
- 2.1.b Supplier. The Supplier is the party, which contract to supply goods/items and services. The term includes his employees and agents. This term is synonymous to Contractor.
- 2.1.c Inspector. The inspector is the authority designated in the contract to assure the quality of the supplies contracted for.
- 2.1.d Vendor. The vendor is the party to whom tender enquiry has been sent. The party may or may not respond to the tender enquiry.
- 2.2 Application. These standard conditions of contract (SCOC) shall apply to all contracts concluded by the Regional Office, Unique Identification Authority of India, Hyderabad. The conditions in the SCOC may be modified by the contract concluding authority to the extent stated in the tender SCOC or in the acceptance of the tender.
- 2.3 Validity. The SCOC as stipulated hereunder except to the extent agreed to be modified by the purchaser, in writing, shall supersede conditions stipulated by the supplier.
- 2.4 Earnest Money of Rs.50,000/- (Rupees Fifty thousand only) in the form of Demand Draft of any nationalized bank in favour of The Deputy Director General, Regional Office, UIDAI, Hyderabad, must be deposited by bidders along with their duly filled up bid. Earnest money of unsuccessful bidders will be returned within 30 days of the award of contract.

### **2.5 Performance Security**

- 2.5.1 To ensure due performance of the Contract Performance Security is to be obtained from the successful bidder awarded the Contract. The successful Bidders shall furnish a performance Security of Rs. 1.5 Lakhs in favour of the Regional Office, UIDAI, Hyderabad within 3 days of acceptance of the Tender. The Performance Security can be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank. The prescribed format for a Bank Guarantee Bond is given as Annexure. The performance Security furnished must be valid for at least two months beyond the date of supply of the items.
- 2.5.2 The Bank Guarantee can be forfeited by order of the Competent Authority of the Regional Office, UIDAI, Hyderabad in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee as may be considered by the Regional Office, UIDAI, Hyderabad as sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

- 2.6 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the Tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid Bid Security will be forfeited to the Government.
- 2.7 Tenders without Earnest Money will be summarily rejected.
- 2.8 No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
- 2.9 Signing of Tender: Individual signing the tender or other documents connected with contract must specify whether he signs as:-
- (2.9.a) A “sole proprietor” of the concern or constituted attorney of such sole proprietor.
- (2.9.b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (2.9.c) Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company.
- N.B.
- 2.9.1 In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- 2.9.2 In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
- 2.9.3 A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid on behalf of such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Regional Office, UIDAI, Hyderabad may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- 3.0 Disclaimer: Near relatives of employees of the Regional Office, UIDAI, Hyderabad are prohibited from participation in this tender. Near relatives for this purpose are defined as:
- (a) Members of a Hindu Undivided Family.
- (b) Husband or wife.
- (c) Father, mother, son(s), son’s wife (daughter-in-law), and daughter, daughter’s husband (son-in-law), brother(s), brother’s wife, sister(s) and sister’s husband (brother-in-law).
- 4.0 The purchaser may reject a tender without assigning reason.
- 5.0 Communication of Acceptance: The successful bidder will be informed of the acceptance of their tender by registered post.
- 6.0 The contract shall deem to have been concluded by the ‘acceptance of tender’ issued in the form of a purchase order/supply order. The acceptance may be communicated to the supplier by fax or registered/speed post. The supplier is required to acknowledge

- receipt of the acceptance within 2 days. However, non-acknowledgement on the part of the Supplier does not affect the 'acceptance of tender' or the conclusion of contract.
- 7.0 All communication by the Purchaser to the Supplier will be deemed to have been made if sent by fax, telex or registered/speed post to the number or address furnished by the Supplier.
- 8.0 The supplier shall not alienate his rights and responsibilities under the contract to anyone.
- 9.0 The purchaser shall not be liable for any obligation, monetary or otherwise, that has not been expressly stated in the contract.
- 10.0 The supplier shall deem to have indemnified the Purchaser against all claims by third parties relating to the contract, including but not limited to intellectual property right.
- 11.0 The supplier shall not disclose any information provided to him by the Purchaser except to the extent required to execute the contract.
- 12.0 Items being supplied will be inspected at the premises of Regional Office, UIDAI, Hyderabad for quality/performance before accepting the goods.
- 13.0 The items placed under Supply Orders are to be supplied immediately to purchaser at his office premises or at place specified.
- 14.0 Prices quoted in the tender shall be fixed.
- 15.0 The purchaser shall not be liable for any payment that has not been included in the tender.
- 16.0 The Supplier should quote to the Purchase the lowest price at which he is providing services for similar quality of products to other buyers.
- 17.0 For comparison of the price quoted by the Bidders and for deciding the lowest bid (L1), the total price inclusive of all applicable taxes will be considered. The tax components applicable should be indicated separately. In case the tax components are not indicated separately the price quoted will be deemed to include all applicable taxes. The lowest bidder shall be arrived at separately for diary and calendar.
- 18.0 Advance Payment: No advance will be paid.
- 19.0 Payment Terms for Contracts.: The supplier has to submit the bill after satisfactory delivery of the items of each supply order placed by the purchaser. Payment will be made upon submission of the bill by the supplier after delivering the items for each supply order placed on supplier by the purchaser after inspection by the Inspector designated by the Purchaser.
- 20.0 Arbitration. In the event of any dispute arising out of the contract this shall be referred to the sole arbitrator Director General, UIDAI, Government of India or his nominee. The award of the arbitrator shall be final and binding on both parties to the contract.
- 21.0 Force Majeure. If either of the parties suffer delay in due execution of their contractual obligation due to the operation of one or more of the majeure events such as but not limited to, act of God, war, flood, earthquake, strikes, lockouts, fire, epidemics, riot, civil commotions, etc. The agreed time for the completion of respective obligations shall be extended by a period of the time equal to the period of the delay occasioned by such events. On the occurrence and cessation of any such event, the party affected thereby

shall give notice in writing to the other party. Such notices to be given within 15 days of occurrence/cessation of the event concerned. If the force majeure conditions continue beyond 30 days the parties shall mutually decide about the future course of action.

22.0 Liquidated Damages. In the event of delay in supply of items the liquidated damages shall be levied at 10% on ordered goods for every week after the stipulated time of delivery.

23.0 The contract may be short closed or terminated. At the discretion of the Purchaser, on the following grounds:-

- (a) The supplier fails to provide services best of the satisfaction of purchaser.
- (b) Any of the information provided by the Supplier is found to be untrue.
- (c) The supplier is found to have attempted to influence a person involved with the contract through unethical means.

24.0 Notwithstanding any provisions contained herein, the Purchaser may, at any time after giving three written notices, terminate the contract, in whole or in part, by requiring the supplier, to discontinue the performance of any or all the services or work mentioned herein, in which case the supplier shall have no claim against the purchaser, all amounts due to the supplier on account of works already completed by the time of issue of termination letter, but the purchaser shall not be liable to pay any bonus, damage or other claims of the Contract for loss of expected profit on or interest in the incomplete portion of the work and services provided that if at any time there is any change in the constitution of the suppliers' company, the purchaser will have the right to terminate the contract forthwith. The supplier shall not be entitled to any compensation on this account but will be paid any payment due as on the effective date of termination.

25.0 Risk Purchase.

Should the supplier fail to provide satisfactory services during the contracted period or repudiate the contract before the delivery date, the Purchaser, without prejudice to his right to recover damages for breach of contract, may cancel the contract in part or in whole and may purchase elsewhere, on the account and at the risk and cost of the Supplier, the item not delivered, within two (2) months of the breach of contract. He may purchase another item of similar general description, in case the item exactly conforming to the particulars of the contracted item is not readily procurable. The Purchaser shall be entitled to recover from the supplier all costs incurred by the purchaser during the Risk Purchase that are in excess of the costs he would have had to incur as per the original contract. The purchaser shall have the right to ignore the tender of the original Supplier during the Risk Purchase. The manner of carrying out the Risk Purchase shall be entirely at the discretion of the purchase on the defaulting Supplier.

26.0 Compliance with Statutory and other Regulations.

- (a) The contract shall be governed by the Laws of India.
- (b) The supplier and/ or agencies shall in all matters arising in the performance of the contractor conform, at their own expenses, with the provisions of all Central or Statutes, Ordinances or laws and the rules, regulations or bye-laws of any local or other duly constituted authority and shall keep the purchaser indemnified against all

- penalties and liabilities of every kind for breach of any such statute, ordinance, law, rule regulation or bye-law, etc.
- (c) The supplier and/or agencies shall give all notice and pay all fees and taxes required to be given or paid under any Central or States statutes, ordinance or other laws or any regulations or bye-laws of any local or other duly constituted authority in relation to the services of the contract.
- 27.0 Jurisdiction. The contract shall be deemed to have been made at the place from where the purchase order is issued and only the courts of that place shall have jurisdiction to decide on any dispute arising out of the contract.
- 28.0 The supplier is to assure that there is no infringement of any patent or intellectual property right occasioned by the supply of documents and connected materials, which would form part of the supply of system being proposed. The supplier is also to undertake to indemnify against all costs, expenses and claims of damages made by the Third Party arising from any alleged infringement of patent or intellectual property rights arising or resulting from use of the equipment in accordance with the Technical Specifications as set out.
- 29.0 Publicity. No details are to be published as part of client list of any other means of any kind and no information regarding the contract to be shared with/ handed over to any other agent, without prior written approval of the Purchaser.
- 30.0 Sub-letting of Contract. The supplier shall not sublet, transfer or assign the contract or any part thereof without the written permission of purchaser. In the event of supplier contravening this condition, the purchaser shall be entitled to place the contract elsewhere on the supplier's account, at his risk and expenses and the supplier shall be liable for any loss or damage which the purchaser may sustain in consequence of or arising out of such replacement of contract. The grant of permission on such cases will not absolve or affect the obligation of the supplier under this contract.
- 31.0 Purchaser's Property. All property such as materials, drawings, documents, etc. Issued by the purchaser or any other agency on behalf of the purchaser, in connection with the contract shall remain the property of the purchaser, and the supplier undertake the due return of all such property so issued and will be responsible for any losses to resulting from whatever causes and shall reimburse the purchaser the full amount of such loss or damage.
- 32.0 The supplier has to submit **undertaking** enclosed with Standard Conditions of Contract along with tender/quotation.
- 33.0 Terms &Conditions**
- 33.1 The bid must be submitted in a sealed cover addressed to "The Deputy Director General, Unique Identification Authority of India, Regional Office, 5<sup>th</sup> Floor, Block –III, My Home Hub, Madhapur, Hyderabad- 500 081. Tender enquiry subject, reference number and date must be marked on the envelope.
- 33.2 The bid cover should contain the following ( a) a sealed envelope containing proof of turnover and proof of operation in printing business for the last three preceding years ending on 31.3.2010. This envelope should be superscribed " TECHNICAL BID FOR DIARIES AND CALENDARS " (b) a sealed envelope containing financial bid for diaries

should be superscribed “ FINANCIAL BID FOR DIARIES “ (c) a sealed envelope containing financial bid for calendars should be superscribed “ FINANCIAL BID FOR CALENDARS “

- 33.3 Rates quoted should be inclusive of Transportation and all other taxes as applicable.
- 33.4 Quotations must be received in this Office on 05.01.2011 03 :00 PM along with the available samples nearly matching to our specifications of your products in respect of diaries and calendars.
- 33.5 No revision in price is admissible.
- 33.6 Supply should be completed on or before 14-01-2011.
- 33.7 Payment terms: 100% payment will be released on successful supply of all the goods in good condition.
- 33.8 Validity of the quotations: 90 days from the date of opening.
- 33.9 No correspondence/discussions/visits what so ever will be entertained on the subject unless specifically called for by the office after opening the tenders for negotiations. Any violations of this will render the quotations invalid.
- 33.10 The Purchaser reserves the right to reject any of the offers without assigning any reasons.
- 33.11 For other conditions please refer Standard Conditions of Contract.
- 33.12 Last date of receipt of tenders: on or before 05-01-2011 at 03:00 PM**
- 33.13 The bidders will furnish their work for evaluation by the Screening Committee on 05-01-2011 at 4:00 PM**
- 33.14 Sealed financial bids will be opened on 06-01-2011 at 11:00 AM in the O/o Unique Identification Authority of India, Regional Office, 5<sup>th</sup> Floor, Block –III, My Home Hub, Madhapur, Hyderabad- 500 081.**

### 3.0 Scope of Supply/Services

S. No	Item	Quantity	Description/Specification
1	Calendars	15000 Nos	4.0 Size 14 *19” 5.0 Six sheets Multicolour Printing with 170 gsm matt paper 6.0 Binding: Wiro Binding with iron rod.
2	Diaries	15000 Nos	1. Size: 1/8 th demmy(8.5*5.5). 2. Inner 400 pages single colour printing with 70 gsm maplihto paper. 3. Inner 16 pages multicolour printing with 130gsm art paper. 4. Binding : Hard case Binding with rexine Title with gold colour printing.



#### **4.0 EVALUATION PROCESS**

**(4.a) Tenders for Diaries:** Screening Committee will evaluate the Tenders for Diaries on the following parameters and evaluate each of these parameters as pass or fail. Bidders who pass all the following five parameters alone shall be considered as eligible for financial bids for Diaries.

- 4.a.1 Annual turnover should not be less than Rupees one crore for the last three preceding years as on year ending March 2010. The bidders should furnish Balance Sheet and/or Profit & Loss Account for the preceding three years as on year ending March 2010 as proof of the same.
- 4.a.2 The bidder should have been in the business of printing of Diaries for the last preceding five years as on 31-03-2010. The bidder has to furnish proof of the same.
- 4.a.3 The quality of printing of Diary shall be assessed from the samples submitted by the bidder. These samples should have been printed by the Bidder. Each bidder can furnish maximum of three such samples of Diaries.
- 4.a.4 The quality of binding of Diary shall be assessed from the samples submitted by the bidder. These samples should have been printed by the Bidder. Each bidder can furnish maximum of three such samples of Diaries.
- 4.a.5 The quality of finishing of Diary shall be assessed from the samples submitted by the bidder. These samples should have been printed by the Printer. Each bidder can furnish maximum of three such samples of Diaries.
- 4.a.6 These samples will have to be produced by the Bidders before a Screening Committee constituted for this purpose on 05.01.2010 at 04.00 PM at the Regional Office, UIDAI, Hyderabad. **Submission of the samples of Diaries by the Bidders is mandatory so as to evaluate the quality of work already done by the Printers.**

**(4.b) Tenders for Calendars:** Screening Committee will evaluate the Tenders for Calendars on the following parameters and evaluate each of these parameters as pass or fail. Only those Bidders who pass all the following five parameters shall be considered as eligible for financial bids for Calendars.

- 4.b.1 Annual turnover should not be less than Rupees one crore for the last three years as on year ending March 2010. The bidders should furnish Balance Sheet and/or Profit & Loss Account for the preceding three years as on year ending March 2010 as proof of the same.
- 4.b.2 The bidder should have been in the business of printing of Calendars for the last preceding five years as on 31-03-2010. The bidder has to furnish proof of the same.

- 4.b.3 The quality of printing of Calendar shall be assessed from the samples submitted by the bidder. These samples should have been printed by the Bidder. Each bidder can furnish maximum of three such samples of Calendars.
- 4.b.4 The quality of binding of Calendar shall be assessed from the samples submitted by the bidder. These samples should have been printed by the Bidder. Each bidder can furnish maximum of three such samples of Calendars.
- 4.b.5 The quality of finishing of Calendar shall be assessed from the samples submitted by the bidder. These samples should have been printed by the Bidder. Each bidder can furnish maximum of three such samples of Calendars.
- 4.b.6 These samples will have to be produced by the Bidders before a Screening Committee constituted for this purpose on 05.01.2010 at 04.00 PM at the Regional Office, UIDAI, Hyderabad. **Submission of the samples of Calendars by the Bidders is mandatory so as to evaluate the quality of work already done by the Printers.**
- 4.1 The commercial quotes for the bidders who are short listed for Diaries by the Screening Committee shall be opened by the Committee for Opening Commercial Bids and the bidder who quotes the lowest shall be the successful bidder for printing and supply of Diaries.
- 4.2 The commercial quotes for the bidders who are short listed for Calendars by the Screening Committee shall be opened by the Committee for Opening Commercial Bids and the bidder who quotes the lowest shall be the successful bidder for printing and supply of Calendars.

#### **UNDERTAKING**

1. I/ We undertake that I/ we have carefully studied all terms and conditions and understood the parameters of the proposed supply of stationery items to the Regional Office, UIDAI, Hyderabad and shall abide by them.
2. I/ We hereby certify that none of my relative(s) as defined in disclaimer clause of Annexure-I is/ are employed in the Regional Office, UIDAI, Hyderabad.
3. I/ We further undertake that the information given in this tender are true and correct in all respects and I / we hold the responsibility for the same.

**Dated:**

**(Dated Signature of Tenderer)**

**Place:**

**(With stamps of the firm)**